

Collaboration & Directory Services Specific Principles:

1. A standardized set of basic collaboration services should be provided to employees as required to meet business needs.
2. Create a small number of consistent configurations for collaborative systems and directory services to be used across the State of Connecticut.
3. Manage and select each collaboration system as if it is an enterprise solution.
4. The State shall adopt and employ consistent software engineering practices and methods for the development of collaborative systems.
5. When designing collaborative systems (e.g., document management, workflow), the content that moves through the system must be classified according to applicable statutes, policies, and regulations pertaining to availability, retention, and security.
6. Collaborative systems will use industry-proven, mainstream technologies that adhere to industry standards and open architecture principles.
7. Leverage a common Enterprise-wide directory for internal communication and collaboration.